



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 4/29/75		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY - 7 1975 75-112 MAY - 19 1975	
2. Agency Application No. DHR-DPH-43				4. Person to Contact Richard Sullivan	
3. Agency Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health Health Program Management and Development Unit 47 Trinity Ave., Rm. 509-H Atlanta, Ga. 30334		5. Working Title Health Administrator		6. Tel. No. 656-6703	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1968 - Present		9. Exact Series Title HEALTH PROGRAM MANAGEMENT PROJECT FILES			
10. What is the function of the office in which this record series is created? The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. Included are: the establishment of health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State. Health Program Management and Development has the responsibility to provide staff support to the Division Program Units in the areas of administration, budget, public relations, personnel training, health statistics, and other areas associated with program development and evaluation.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to coordinating and evaluating the Division of Physical Health's programs to insure proper development of new health programs, improvement and modifications to existing programs and a comprehensive plan for program changes. Included but not limited to, are, program narrative describing need for program or modifications, problem areas, problem goals, implementation mechanism, services to be provided and program evaluation; material concerning funding of program, application for funding grants from federal sources when applicable; correspondence relating to program development; and related material. Files are arranged alphabetically by program title.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		2	2	1 1	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				7	
				This Year's Last Year's Preceding Year's All Prior Years	
				1 1 1 0	
				AVERAGE DAILY REFERENCES	
				1 1 1 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES [x] NO []
14. Is there a duplication of this series in another office or agency? YES [x] NO []
Lower echelon offices are maintaining reference copies when applicable to their unit. Financial Records subject to audit are maintained in accounting office.
15. Is the information contained in this series ever summarized or published? YES [x] NO []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? YES [] NO [x]
17. Does the series initiate, amend or terminate agency policies and procedures? YES [x] NO []
Program modification is involved when paperwork is completed.
18. Could the function be performed if the files were lost or destroyed? YES [x] NO []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? YES [] NO [x]
20. Does the record series provide data as input to an EDP file? YES [] NO [x]
21. Does the record series contain documentation produced as EDP printout? YES [] NO [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? YES [] NO [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? YES [] NO [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

The Department does not need these records for administrative purposes after 3 years; however, the Archives has determined that they have permanent historical research value.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[x] CALENDAR YEAR -[] FISCAL YEAR -[] OTHER _____, then:

- [x] Hold in the current files area month(s)/ 1 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [x] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William G. Kees</i>	<i>May 2, 75</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved	<i>Richard Shuckson</i>	<i>4/29/75</i>
	State Auditor/Designee [] Approved [] Disapproved	<i>William M. Dixon</i>	<i>5-15-75</i>
STATE RECORDS COMMITTEE	Secretary of State/Designee [] Approved [] Disapproved	<i>Carroll Hart</i>	<i>May 15, 1975</i>
	Attorney General/Designee [] Approved [] Disapproved	<i>A. H. Steel</i>	<i>5-15-75</i>